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Reports weekly
**FILED:
RETURN TO**

RECORDS MANAGEMENT DIVISION

Chief, Management Staff

23 September 1954

Chief, Records Management Division

Weekly Report - Week Ending 22 September 1954

1. Arrangements were made with the Office of the General Counsel to install the filing system proposed for that office some time ago.

2. Construction of the new Records Center is progressing on schedule. There is no indication at this time that there will be any difficulty in meeting the agreed to date for its completion.

3. The Custodian of the Vital Materials Repository will be out for some time due to a serious operation. Arrangements have been made with the [redacted] to assist them in the work of the Repository if a backlog should occur as the result of the absence of [redacted]

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4. 131 cubic feet of records were transferred from offices to the Records Center and 152 cubic feet of records were destroyed. If all of this material was placed in safe-type filing equipment, an investment of \$8,330. would be required for approximately 35 safe-type cabinets.

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Report for Week Ending 22 September 1954 from
RECORDS DISPOSITION BRANCH

Project 4-77 - Office of Scientific Intelligence

The disposition plans for the records of this Office are temporarily delayed pending a decision of the Security Office concerning several series of records on the Records Control Schedule. Project is 99% complete.

Project 4-78 - Office of General Counsel

Discussions are being held this morning with the Area Records Officer to discuss the implementation of the proposed filing plan for the records of the General Counsel. Project is 99% complete.

Project 4-79 - Foreign Broadcast Information Division

No change from previous report. Project is 99% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project is 75% complete.

Project 4-116 - Security Office

No change from previous report. Project is 85% complete.

Project 5-2 - Office of National Estimates

No change from previous report. Project is 85% complete.

Project 5-32 - Office of Research and Reports

Disposition plans for the records of this Office are temporarily delayed pending approval of a progress report submitted to Messrs.

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Project 5-40 - Office of Chief of Operations

No change from previous report. Project is 75% complete.

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Report For Week Ending 21 September 1954

RECORDS CENTER BRANCH

Accessioning

The four cabinets of top secret material from OCI were received during the week. This represents the first transfer of records from that office.

During this week the following accessions were made:

O C D	43 Cubic Feet
O S I	6 " "
FBID	4 " "
Personnel	1 " "
Training	1 " "
Sub Total	55 Cubic Feet
Finished Intelligence	76 " "
Total	131 Cubic Feet

Total accessions to date - 277.

Disposal

By authority of a memo dated 13 August 1954 from Chief, LD/CD and a memo dated 6 September 1954 from ARO/OCD, 22 cubic feet of CENIS material and 130 cubic feet of IR material respectively was destroyed.

General

The Center was visited by Mr. H. Gates Lloyd, A/DDA. He appeared to be well satisfied with the operation.

A general clean-up in Jobs 52-33 and 53-103 has been initiated. These jobs consisting of Information Reports are being reboxed, refiled, torn reports repaired, and consolidated. One hundred ninety-three (193) cubic feet must be processed and no date of completion can be made.

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Report for Week Ending 22 September 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

Project 4-91 - Review of Records Management Program, Logistics Office

a. Reports Management - No change in program status. Project is 20% complete.

b. Correspondence Management - Development of the Correspondex of administrative requests and reports continues. The Security Office was furnished a chart index to the request and reports. They are reviewing this chart and will make any necessary changes and add any essential data.

Project 4-94 - Office of the Comptroller Reports Management Program

No change in program status. Project is 23% complete.

Project 4-98 - Correspondence Handbook

Typing of the final draft of the Handbook is underway. It will be completed in the near future. Project is 93% complete.

General Information

25X1 a. Our Correspondex of administrative requests and reports was discussed with [redacted] Personnel Office. He had completed work for a staff study on the flow of correspondence from Logistics, using that Office as a pilot unit. In studying his flow charts temporary amendments were made in our Correspondex. Final action on his staff study will determine if these changes will be permanent.

b. The following writing improvement guides have been rewritten. "Better Letter Endings," "Split Infinitives," "Negative Words," "Streamlining Writing," and "Reference Books."

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Management Branch

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Report for Week Ending 22 September 1954 from
FORMS MANAGEMENT BRANCH

Project 4-79 - Records Management Survey, FBID

In FBID the Forms Management Project is continuing with the further consolidation of unauthorized forms into formally approved forms.

Project 4-85 - FI Information Reports

No important change during the past week. This project remains approximately 47% complete.

Project 4-86 - Forms Index

Coordination of Index insofar as is concerned is complete. Two forms were reported obsolete. Project is 77% complete.

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Project 4-95 - Forms Management Handbook

No change from previous report. Project is 4% complete.

Project 4-103 - Preparation of Final-Type Forms Copy by Forms Management Branch

No change from previous report. Project is 10% complete.

Individual and Group Information Report Evaluation Forms

Samples of the forms previously submitted for coordination were returned with minor changes and instructions noted by the office of primary interest for the Branch's consideration and concurrence.

Forms Management Briefing

Because of technical difficulties the reproduction of informational booklets to be reproduced from the instructional slides is delayed until the originals of the slides can be procured and sent to the Printing and Reproduction Plant.

Clearance for Civilian Contractor

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Hoover Commission

Simultaneous surveys are being made of the Forms Management Programs of the Departments of State and Justice. The Department of Agriculture study commences this week. The deadline date for the completion of all studies has now been set for 7 October 1954.

Miscellaneous Activity

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[redacted] attended the Inter-Agency Records Administration Conference at the National Archives building on 17 September.

Summary of Individual Actions

New	1	400
Revisions	5	56,500
Reprints	3	53,000
Overprints	1	25,000
Other Govt. Forms	-	-
Totals	14 10	134,900
Redesignated	6 5	

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Report for Week Ending 22 September 1954 from
RECORDS SYSTEMS BRANCH

Project 4-79 - Records Management Survey, FBID

Project is continuing and is approximately 98% complete.

Project 4-80 - Agency-Wide Microphotography Survey

Project is continuing and is approximately 14% complete.

Inventory cards have been set up for each equipment item reported during the survey. A total of 91 cameras, 71 readers and 18 miscellaneous items were reported. This equipment has a total value of approximately \$225,000. It is believed that a small amount of equipment, probably as much as 5% still remains unreported. Since all questionnaire forms have been returned the unreported equipment will be picked up while making on the spot reviews to evaluate the validity of existing or proposed projects.

Project 4-81 - Security Desk Trays

Project is continuing and is approximately 87% complete.

The original blue prints of the boxes have been given to a draftsman in the Cartography Division of ORR for revision to reflect the revised latching device. This change was made necessary as a result of a request from the Security Office to make the boxes without locks. A sample box was also given to the Machine Records Division of OCD to determine if they will be able to make them.

Project 4-82 - Filing System - Handbook for the Subject Classification and Filing of Correspondence Records,

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Project is continuing and is approximately 97% complete.

The Handbook has been submitted to Regulations Control Staff for authentication and issuance. The number and name of the Handbook has been changed to read [REDACTED]

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Project 4-83 - Vital Materials Deposit Schedules for All Offices

Project is continuing and is approximately 60% complete.

Project 4-84 - Vital Materials Microfilm Project

Microfilming of the OCD/BR dossiers continues. This project is approximately 57% complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project is approximately 11% complete.

General Information

The Logistics Office is processing a requisition for an additional 100 four drawer safes and 50 two drawer safes. This is an additional interim order pending development of a safe meeting all required security and record keeping specifications. The new order does include the revisions requested by this office.

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